



Preparations for the November 3, 2020 General Election

October 29-30, 2020

THANK YOU FOR LOGGING ON – PLEASE MUTE YOUR PHONES AND
COMPUTERS UNLESS YOU HAVE QUESTIONS DURING THE
PRESENTATION. WE WILL BEGIN SHORTLY...

INTRODUCTION TO ZOOM –

- ❑ Mute/Unmute
- ❑ Raise Your Hand/Chat
- ❑ This is being Recorded
- ❑ I will be sharing my screen throughout
- ❑ Plan on 2 full hours for training – Break (halftime)
- ❑ I will post this training on our website at www.beloitwi.gov/electiontraining



AGENDA - THIS IS NO REGULAR ELECTION!

1. SAFETY (Elections during a pandemic) **15 MINUTES**

1. Mask up – Physical Distance – Wash your hands
2. Limiting Exposure
3. Keeping voters and workers safe
4. In Case of Emergency

2. SECURITY **15 MINUTES**

1. If you see something – Say Something
2. Chain of Custody

3. VOTER EQUIPMENT **45 MINUTES**

1. DS-200 Ballot Tabulator
2. EXPRESS VOTE (now includes Spanish ballot!)
3. BADGER BOOK Electronic Poll Book

Regardless of WHO you are rooting for – TODAY, you are unbiased and interested only in the integrity of conducting an open, fair and transparent election.



Beloit
WISCONSIN

AGENDA CONTINUED...

4. VOTER PROCESS **45 MINUTES**

- ☐ Chief Inspector
- ☐ Inspector Statements & Incident Logs
- ☐ Opening & Closing the Polls
- ☐ Tools to help you find answers (Alpha List, Street Listing, Ineligible List, Quick Guides, Election Manual)
- ☐ Greeting Voters
- ☐ Checking In Voters – Badger Books
- ☐ Registering Voters – Badger Books
- ☐ Issuing Ballots (and Understanding the Ballot)
- ☐ Assisting Voters
- ☐ Observers & Electioneering
- ☐ Provisional Voters
- ☐ Challenging Electors
- ☐ Reconciling at End of Night

Be nice – Be courteous,
or don't serve.
The responsibility is real!



ELECTION MISSION POSSIBLE

Poll Worker Qualifications

WHO MAY VOTE

6.02 Qualifications, general.

- (1) Every U.S. citizen age 18 or older who has resided in an election district or ward for 28 consecutive days before any election where the citizen offers to vote is an eligible elector.
- (2) Any U.S. citizen age 18 or older who moves within this state later than 28 days before an election shall vote at his or her previous ward or election district if the person is otherwise qualified. If the elector can comply with the 28-day residence requirement at the new address and is otherwise qualified, he or she may vote in the new ward or election district.

History: 1971 c. 304 s. 29 (2); 1971 c. 336 s. 37; 1975 c. 85 ss. 5, 66 (3); 1977 c. 394; 1991 a. 316; 2011 a. 23.

An eligible elector and a qualified elector are identical. This chapter applies to annexation referendum elector qualifications under s. 66.021 (6) [now s. 66.0217 (10)]. *Town of Washington v. City of Altoona*, 73 Wis. 2d 250, 243 N.W.2d 404 (1976).

Questional residence requirements. Clarified. 1972 WTR 014.

Duties

Election inspectors' duties include but are not limited to setting up the polling

Every eligible voter allowed
to cast a ballot through open
access and without
suppression

SAFETY BY THE NUMBERS!

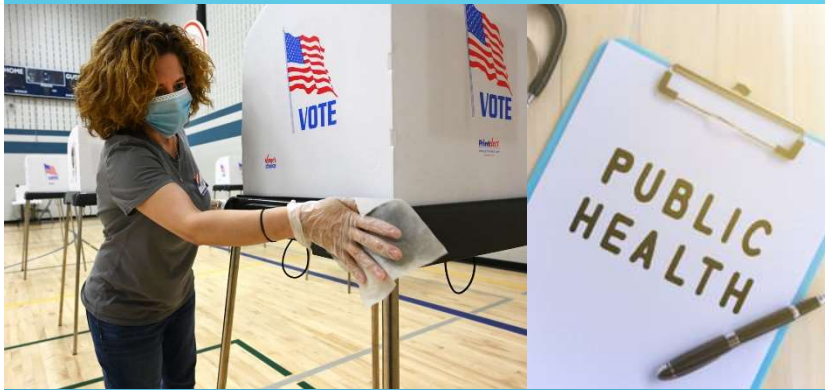
PLANNING FOR HIGH TURNOUT

ABSENTEE HISTORY

- Nov 2012 = 3,045
- Nov 2016 = 2,585
- Nov 2018 = 1,502
- April 2020 = 3,954
- **Nov 2020 = 7,000+**

TURNOUT HISTORY

- Nov 2010 = 8,616
- Nov 2012 = 15,391
- Nov 2014 = 9,081
- Nov 2016 = 13,656
- Nov 2018 = 11,552
- **Nov 2020 = projected
15,000**



We are not Public Health Officials.

FIRST- We are Election Officials.



We are following the lead of federal and state health officials.



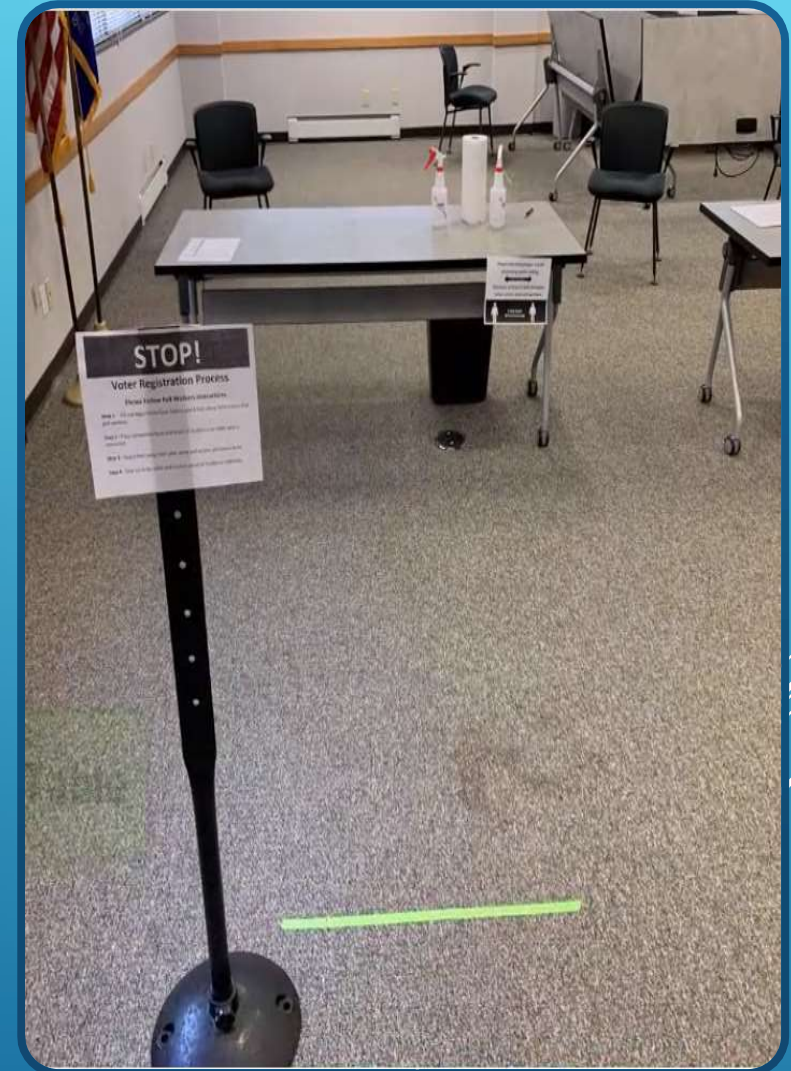
KNOW THE COVID-19 SYMPTOMS

- ❑ Fever or chills
- ❑ Cough
- ❑ Shortness of breath or difficulty breathing
- ❑ Muscle or body aches
- ❑ Headache
- ❑ New loss of taste or smell
- ❑ Sore throat
- ❑ Congestion
- ❑ Nausea or vomiting
- ❑ Diarrhea

- ❑ **Social distance guidance of 6 feet remains in effect**
- ❑ **Facial Coverings are required for poll workers and recommended for voters**
- ❑ **Hand hygiene is still a top priority in preventing spread**

ADEQUATE SPACING

- ❑ Markings/Cones on the floor to help guide foot traffic
- ❑ Election Helpers or Greeters assist with line management
- ❑ Utilize one-way voter flow in voting area
- ❑ Utilize small talk to keep things moving
- ❑ Encourage and demonstrate support of masking, distancing and following safety protocols



LINE MANAGEMENT...



- ❑ Voters should be kept at least 6 feet apart –members of the same household may stand together (watch capacity!)
- ❑ Follow traffic flows - avoid crossover patterns
- ❑ Each polling place has a capacity limit to monitor and manage the number of people voting at one time
- ❑ Keep Traffic moving.

SAFETY PROCEDURES AT THE POLLS

❑ SANITIZING

- ❑ Remember to sanitize frequently touched surfaces:
 - ❑ Tables, door handles, voting booths, clipboards, etc.



❑ PENS

- ❑ Offer one-use pen for marking ballot

❑ PHOTO ID/POR

- ❑ Ask to lay on table and step away – or present in hand with arm fully extended

WORKERS SAFETY

- ❑ Keep personal items in a personal bag and take out only as needed
- ❑ WASH HANDS Frequently
- ❑ **MASKS REQUIRED – over nose at all times unless drinking or eating**
- ❑ **No potluck** this time – do not have items out to share. Box lunch and box dinner will be provided.
- ❑ If you are sick, do not report for your shift
- ❑ Use the shields and cleaners provided!



PPE – PERSONAL PROTECTIVE EQUIPMENT AND CLEANING MATERIALS

- ▶ **Aerosol Disinfectant** – cloth and areas difficult to wipe down.
- ▶ **Disinfectant wipes** (Clorox like) – for booths and tables, etc.
- ▶ **Alcohol pumps and Cotton Balls** – for wiping Badger Book (poll books) screens
- ▶ **Alcohol wipes** – for Express Vote and DS-200 (ballot machine)
- ▶ **Pink Cleaning solution** – for non-porous surfaces only!

The wrong cleaner in the wrong location can damage equipment, cause injury and make the area less safe.

USE ONLY AS INSTRUCTED PLEASE!

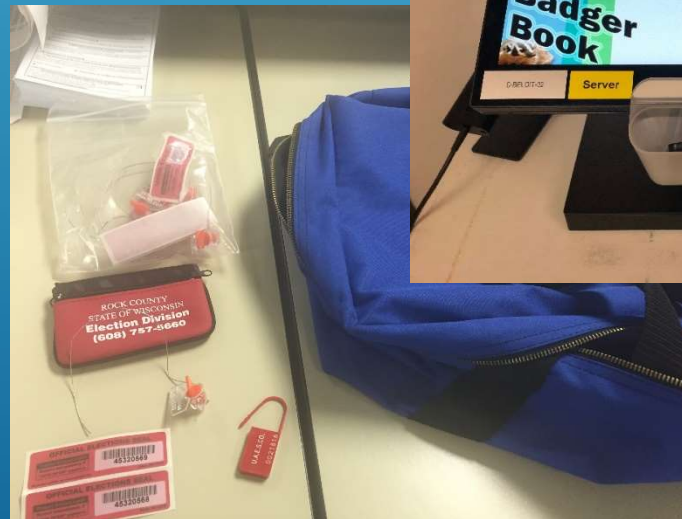
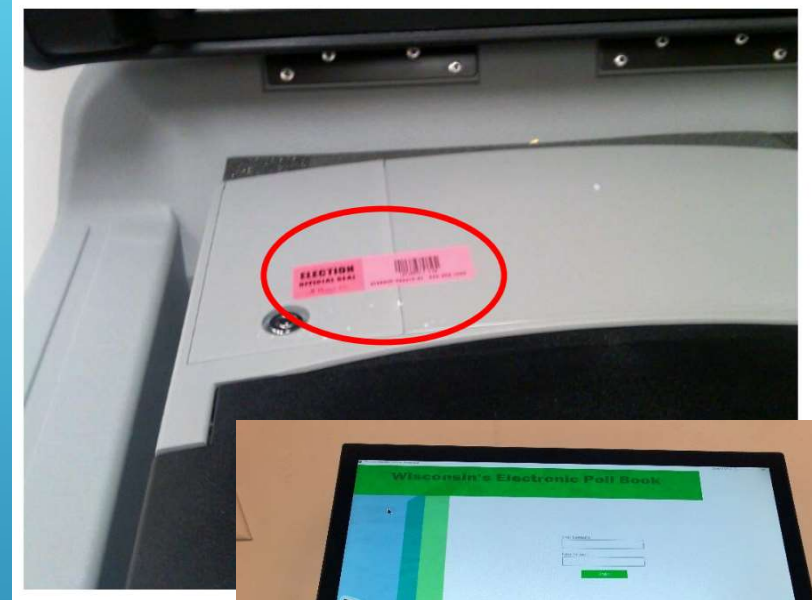
QUESTIONS SO FAR?

SECURITY AT THE POLLS

- ▶ Security means many things in an election:
 - ▶ First and foremost, YOUR security matters most. Stay alert and Stay safe. NEVER engage with difficult voters.
 - ▶ Secondly, voters depend on us to secure the ballots and equipment in the securest manner possible. Do not take our responsibility for granted.
 - ▶ **If you see something – SAY SOMETHING!**

EQUIPMENT SECURITY

- ▶ Badger Books – do not leave unattended
- ▶ DS-200 must have security seals and locks. Keys in Chief possession
- ▶ Unused Ballots secured and under watch at all times



HEALTH SECURITY AT THE POLLS

Due to COVID-19 concerns, and to maintain proper social distancing, Commission staff recommend that the designated observer area should be located at least 6 feet from the poll book and voter registration areas of the polling place in order to limit proximity to poll workers and voters.

- ▶ To ensure the orderly conduct of any voting or ballot counting events, and if necessary due to space limitations of the location, an election official **may reasonably limit the number of observers representing the same organization or candidate**. Establishing reasonable limitations for observers will be especially important due to COVID-19 concerns and to avoid overcrowding. If multiple representatives of the same political party or organization are present at a location and wish to observe, it may be necessary to establish a rotation or schedule, so each representative has the opportunity to observe without overcrowding the voting area or central count location.
- ▶ **All election observers are required to wear face coverings while inside the polling place, central count location or in-person absentee voting location.** More information about face coverings requirements and recommendations for observers and voters can be found here: <https://elections.wi.gov/node/6981>.

WEAPON SECURITY AT THE POLLS

- ▶ **Guns at polling places.** The Wisconsin Elections Commission staff intends to post a polling place physical security guidance memo next week addressing in part whether and under what circumstances local governments may prohibit firearms at polling places. In the mean time, it is the League legal staff's opinion that **state law allows a municipality to prohibit persons from carrying a firearm, openly or concealed, in municipal buildings by providing notice (generally by posting at the entrance a 5" by 7" sign) that a person may not enter or remain in the building with a firearm. See Wis. Stat. sec. 943.13(1m)(c)4. In addition, persons are generally prohibited from carrying firearms openly in buildings owned or leased by a local government. Wis. Stat. sec. 941.235. Finally, firearms openly carried or concealed are prohibited by state statute from school buildings. Wis. Stat. sec. 984.605.**

VOTER TRUST MATTERS

1 : firm belief in the character, strength, or truth of someone or something He placed his **trust** in me.

2 : a person or thing in which confidence is placed.

3 : confident hope I waited in **trust** of their return.

4 : a property interest held by one person or organization (as a bank) for the benefit of another.



QUESTIONS SO FAR?

INTRO TO BEING AN ELECTION OFFICIAL

ELECTION DAY ROLES:

Chief is in charge

- ☐ Serve as Curbside team member
- ☐ Relieve workers as needed

Greeter

- ☐ Have you voted here before?
- ☐ Have you moved since you last voted?
- ☐ Let's verify your ward. (check Alpha list first)

Badger Book (Check in AND Registration)

- ☐ Check in voter and check ID, then deliver voter ticket

OR

- ☐ Must have Proof of Residence and Photo ID
 - ☐ Check ineligible list with each registered voter

ELECTION DAY ROLES:

❑ **Ballot Table**

- ❑ Issue the right ballot
- ❑ Issue voter a one-use pen instructing them to take it with them
- ❑ Place voter ticket on spindle
- ❑ Direct voter to proper (sanitized) voting area

❑ **Machine Tech**

- ❑ Instruct voters how to insert ballot and rectify problems such as overvote or crossvote

❑ **Sanitation Tech**

- ❑ Ensure clean surfaces and traffic and safety is being followed

INSPECTOR STATEMENTS AND INCIDENT LOGS

Inspectors' Statement

☐ Check box if no incidents were recorded for this election.

The Inspector
all of the e
incident is
at the end

Don't worry about "right"
way to record the incident.

record of
y. No
be blank

The back of the form has
codes but it's ok to just write
the incident with the time
and person recordings
initials.

- Reissue
- Reject
- Voter/v
- System

DO NOT SEAL IN BALLOT BAG!

Official Ballot
Partisan Office and Referendum
November 3, 2020

S55

Notice to Voters: If you are voting on Election Day, your ballot must be initialed by two (2) election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See end of ballot for initials.)

Official Ballot
Partisan Office and
Referendum

November 3, 2020
for

City of Beloit
Ward 5

Ballot issued by

Initials of election inspectors

Absentee ballot issued by

Initials of municipal clerk or deputy clerk

If issued by SVDs, both SVDs must initial.

Certification of Voter Assistance
I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. § 6.82 to receive assistance.

Signature of assistor

For Official Use Only

Inspectors: Identify ballots required to be remade.

Reason for remaking ballot:

- ☐ Overvoted
☐ Damaged
☐ Other

If this is the **Original** Ballot, write serial number here:

If this is the **Duplicate** Ballot, write serial number here:

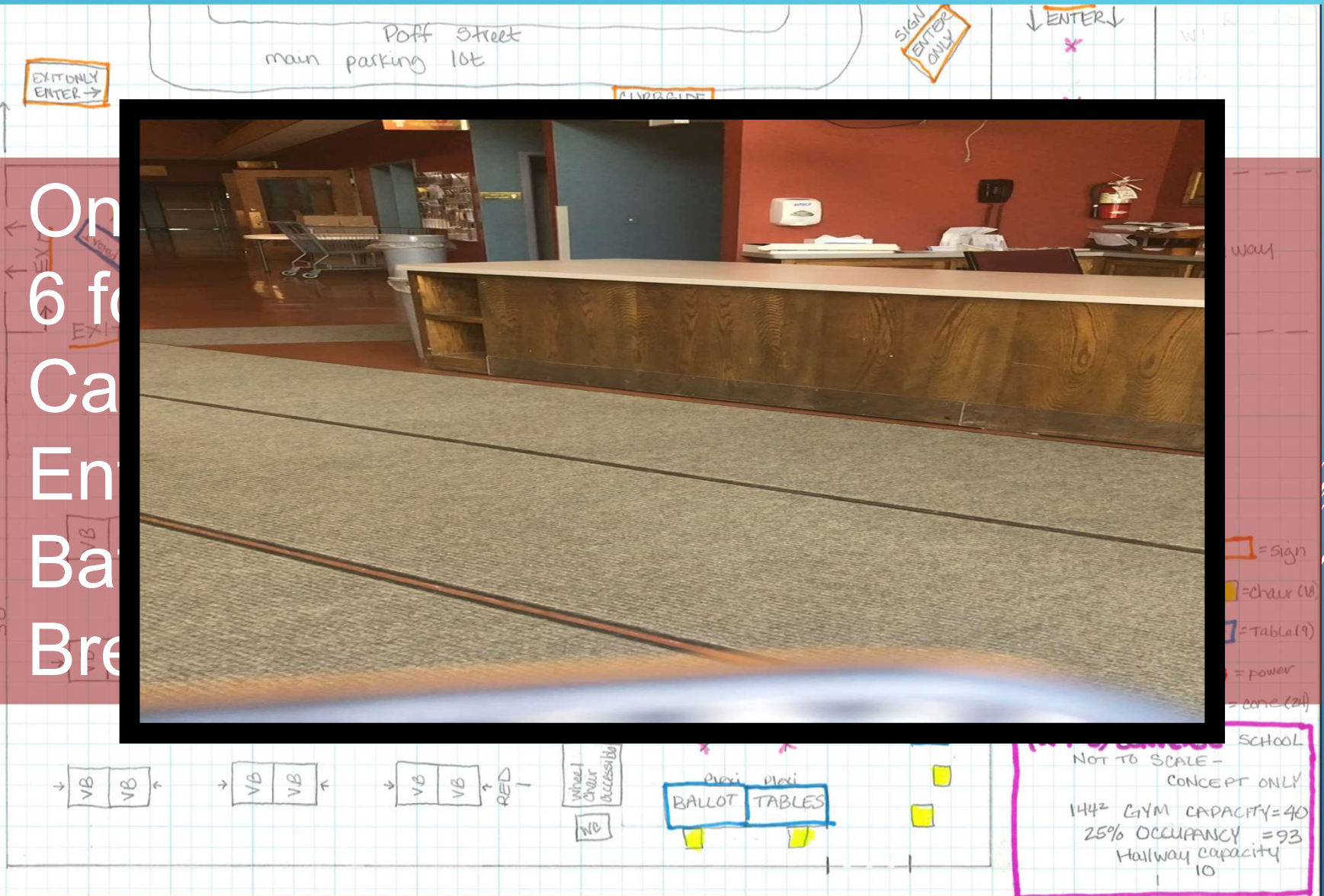
Initials of inspectors who remade ballot

Page 2 of 2-sided ballot. Ballot begins on other side.

ASSISTING –
YES
COACHING –
NO

POLLING PLACE LAYOUT-STICK TO THE PLAN...AS APPROVED BY THE EOC

- On
- 6 f
- Ca
- En
- Ba
- Bre



OPENING AND CLOSING TASKS

Assigned to: _____

Election Official Opening Task A

Voting Booth Set Up

Assigned to: _____

Election Official Opening Task B Tabulator Cart

[illegible]

Assigned to: _____

Election Official Opening Task C

Ballot Table

★ ★ ★ ★ ★

Assigned to: _____

Election Official Opening Task *F* Greeter Station

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Place a table near the entrance to the voting room. One or more election officials will be stationed to greet the arriving electors at this table. The greeter confirms the elector is at the correct polling place and directs the elector to the appropriate poll book table (Ward) or if necessary to the registration table or provisional ballot table. The greeter also reminds voters to find their eye glasses if needed for signing the poll book as well as telling the voter to have their photo ID ready to show at the poll book table.

- ***Greeters should NOT be checking the Photo ID – that is only done at the Poll Book Table.***
- ***Nor should you check in EVERY voter.***

The following items can be found in the “**Greeter Table**” folder, and should be placed on the Greeter Table:

- ☐
- Alphabetical Voter Listing (DS-200 Tabulator)

Assigned to: _____

Election Official Closing Task A

Remove Signage

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Assigned to: _____

Election Official Closing Task B

Voting Booth Removal

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

****The legs 'fall' out of the bottom so two people working together can make it go faster than working separately****

1. This is a good time to wipe down with Clorox wipes provided in the clerk tote box if they are dirty. Examine booths for repair or maintenance **and mark clearly on the OUTSIDE of the booth** so the clerk will notice. Remove temporary signs and pens and return items to supply boxes.
2. Remove legs from bottom of booth. Pull ends of legs apart from each other so each leg folds in half. Tuck legs in booth.

MANY HANDS =
LIGHT WORK! 

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GREETING VOTERS - @ ENTRANCE

Greeters and Tabulators Greeters Each municipality may appoint one additional election inspector without regard to party affiliation to act as a greeter and substitute for other officials as necessary on Election Day. **Greeters should acknowledge voters and assist them in opening the doors if needed. Additionally, greeters should serve as a resource for answering questions about the polling place and where an elector needs to go to register to vote or receive a ballot.**

Greeters may not participate in the canvass after the polls close. Unless acting as a substitute for an election inspector, greeters may not participate in any official election inspector duties, e.g. canvass, voter registration, issuing ballots. If acting as a substitute election inspector, greeters must be qualified electors of the county for the polling place at which they serve. Wis. Stat. § 7.30(1)(b).

@ BADGER BOOK – STATE NAME AND ADDRESS

- ▶ Voters must **state** their name and address in accordance with Wis. Stat. § 6.79 (2).
- ▶ WI 2019 Act 48: Creates an exemption for voters who cannot state their name and address and allows an election worker or assistor do so on their behalf.
- ▶ If a voter is unwilling to state their name and address, the election inspector can read it from their photo ID.



ORDER OF OPERATIONS

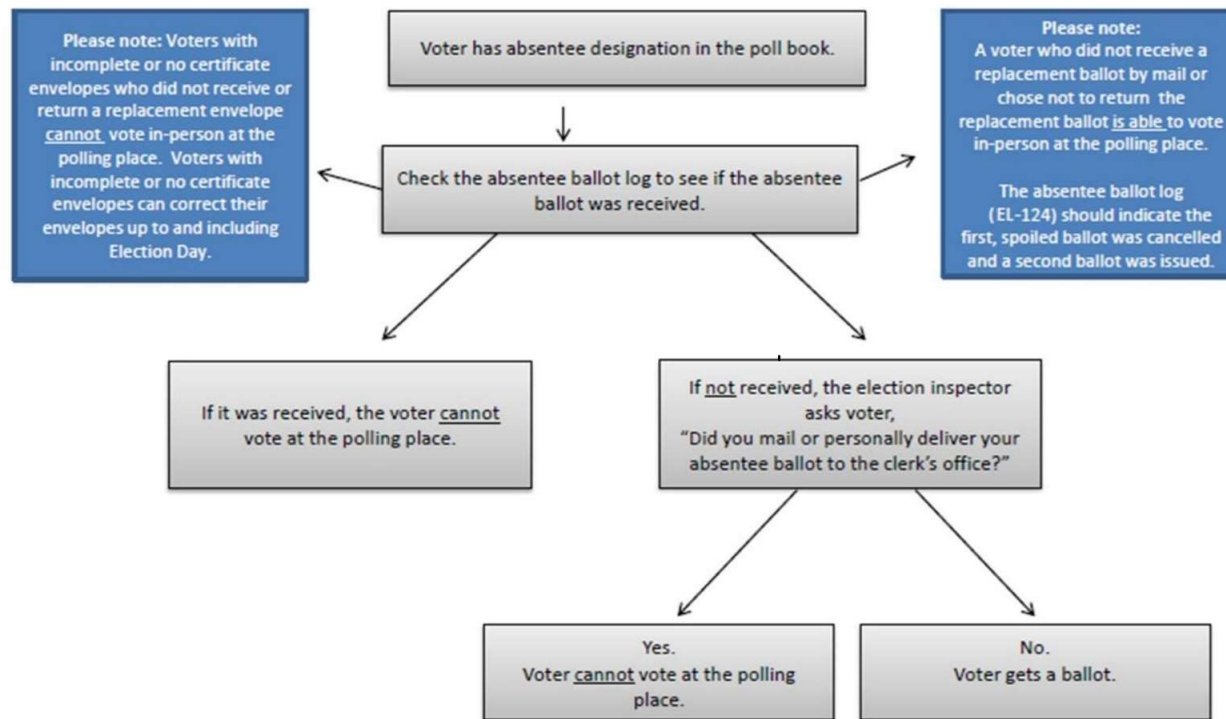
- 1 – STATE
- 2 – SHOW
- 3 - SIGN

REGISTER VOTER IF NECESSARY

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WHAT ABOUT ABSENTEE VOTERS?

Absentee Voters at the Polling Place



Election inspectors should follow these procedures if a voter with an absentee designation in the poll book comes to the polling place to vote on Election Day, in addition to the procedures outlined in the Electors section.

OVERRIDING BALLOTS ON ELECTION DAY

▶ Who

- Election Official

▶ Why

- Municipality allows for the use of the override function to tabulate overvoted ballots and ballots with crossover votes when voter intent cannot be determined.

WHAT IS AN OVERVOTE?

- ▶ Ballots with at least one instance in which the elector has voted for more than the maximum number of selections allowed in a contest.
- ▶ Election inspectors *may* be required to remake ballots with overvotes.
- ▶ A contest is not considered an overvote if the election inspectors, after reviewing the ballot for voter intent, are able to count a vote(s).

OVERRIDING BALLOTS ON ELECTION DAY

► How

- When voter is present
 - The voter inserts the ballot into tabulating equipment and machine displays warning message
 - The inspector assigned to monitor the voting equipment should explain the warning message to the voter
 - Overvoted ballot: casting a ballot with the override function will result in no votes counted for the overvoted contest(s), votes for other contests will be counted
 - Crossover ballot: casting a ballot that contains a crossover vote will result in no votes counted for any partisan office, but votes for nonpartisan contests would be counted
 - The voter is informed that he or she can spoil the ballot and vote another ballot (up to three) or cast the ballot as is. Inspector notes the override and the reason for it on Inspectors' Statement

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REMAKING BALLOTS ON ELECTION DAY

▶ Who

- Election Official

▶ Why

- Voter made a mistake (overvoted, crossover vote)
- Voting equipment cannot “read” the ballot
- Voter marked the ballot incorrectly, for example, used red pen or circled a candidate
- Voter didn’t fill in circles or arrows on ballot
- Ballot was damaged

REMAKING BALLOTS ON ELECTION DAY

► How

- At least two election inspectors participate in the process
 - If party-affiliated inspectors present, use one of each party
- Inspectors announce that a ballot is being remade and why
- Inspectors note a reason in the endorsement section of the ballot
 - Overvoted (OV)
 - Damaged (DM)
 - Other (OT)
- Ballots labeled original ballot # (serial number) and duplicate ballot # (serial number)
- Both inspectors initial the ballots in the endorsement section

REMAKING BALLOTS ON ELECTION DAY

► How (con't)

- Inspector transfers votes based on voter intent from the original ballot to the duplicate ballot
- Note on the Inspectors' Statement why the ballot had to be remade
- The remade ballots are inserted into the tabulator
- The original ballots are bundled together, marked and placed in the "Original Ballots Envelope."
- The "Original Ballots Envelope" is placed in the ballot container

REMAKING BALLOTS – ENDORSEMENT SECTION

Original
Ballot

For Official Use Only	For Official Use Only				
<i>Inspectors: Identify ballots to be remade.</i>	<i>Inspectors: Identify ballots to be remade.</i>				
Reason for remaking ballot: <input type="checkbox"/> Overvoted <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Other	Reason for remaking ballot: <input type="checkbox"/> Overvoted <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Other				
Original Ballot No. or Duplicate Ballot No. <u>1</u>	Original Ballot No. or Duplicate Ballot No. <u>1</u>				
<table border="1"><tr><td>AC</td><td>DL</td></tr></table>	AC	DL	<table border="1"><tr><td>AC</td><td>DL</td></tr></table>	AC	DL
AC	DL				
AC	DL				
Initials of inspectors who remade ballot.	Initials of inspectors who remade ballot.				

Remade
Ballot

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CURBSIDE VOTING

Curbside Voting (not drive through)

If you cannot enter the polling place or absentee voting location due to disability, Curbside voting is available. Two poll workers will bring you your ballot and conduct voting at your vehicle or at the polling place entrance. If you vote curbside, you are not required to sign the poll list. Instead, the poll workers will write “exempt by order of inspectors” in the signature space on the poll list.

If you vote curbside and need to update your voter registration due to an address or name change, or if you are not currently a registered voter, you may also register to vote curbside with a current and valid Proof of Residence document.

Curbside voting is also available during the in-person absentee voting period two weeks prior to each election at City Hall. If you would like to vote curbside, you should contact your municipal clerk beforehand at 608-364-6680 to discuss and arrival time and what you should do when you get to the voting location.

Voters may also register to receive absentee ballots to their home.

Inquire to the City Clerk-Treasurer's office at 608-364-6680 or by visiting www.myvote.wi.us.

CURBSIDE VOTING

- ▶ Expect an increase in curbside voting requests:
 - ▶ Reserved for voters with disabilities or active COVID-19 symptoms
 - ▶ Curbside voters do not sign poll book – mark exempt by curbside
- ▶ Sign will have voter call our office and we will notify you by phone of voter waiting.
- ▶ We are not offering “drive through” voting this election
- ▶ Voters who are able and not symptomatic should vote in the usual fashion

DRAW DOWNS

- ▶ If there are more ballots than voters, inspectors may face a draw down situation.
- ▶ Before drawing down ballots, be certain that there is no alternative reason for the ballot overage. For example:
 - ▶ The issuance of the same ballot number to two or more voters.
 - ▶ For two or more reporting units, there are more ballots than voters for one reporting unit and less ballots for the other reporting unit, but the total is equal to or less than the total number of voters.
 - ▶ Known inspector error such as allowing a voter to vote more than once.
 - ▶ Process outlined in Election Day Manual.
- ▶ Note the reason for difference on the Inspectors Statement (EL-104)

REMINDERS:

- ▶ The Clerk prepares a list of any registered write-in candidates for the August Primary.
 - Election workers may only share the list of registered write-in candidates if asked by a voter.
 - You will receive a list of voters whose ballots were returned to be counted after mail on Tuesday.
- ▶ The address on the photo ID does NOT have to be current.

PROVISIONAL VOTERS

- ▶ Only used in one of two circumstances:
 - ▶ Is already registered and has no Photo ID or is unwilling to show their photo ID
 - ▶ Is not already registered and during registration informs you that they have a WI Driver License number but are unwilling or unable to provide.

Does not receive a regular voter number and ballot is NOT placed in the tabulator to be counted.

PROVISIONAL BALLOTS

► What's changed?

- “POR Required” no longer appears on the poll list
- Only two situations in which a voter may be issued a provisional ballot

► Who must be offered a provisional ballot?

- A voter who has been issued a WI driver license or state ID card and is unable or unwilling to provide the number
- A voter who is unable or unwilling to provide photo ID

► Who may not be issued a provisional ballot?

- A voter who does not have acceptable proof of residence
- A voter in the wrong polling place
- A voter in a situation that doesn't have a “neat resolution” to give the voter the opportunity to cast a ballot

CELL PHONES, VIDEOS & SELFIES

▶ Voters

- ▶ Voters may silently use cell phones
- ▶ Voters may take photos or videos of themselves if not disruptive
- ▶ Voters may not take photos/videos of others without their consent
- ▶ Chief inspectors may prohibit if disruptive

▶ Election Observers

- ▶ Observers may silently use cell phones, but not take or make voice calls
- ▶ Observers may not take photos or videos of themselves or others
- ▶ Chief inspectors may prohibit if disruptive

▶ Media

- ▶ Permitted to use photography/videography if not used to record how an elector has voted and not disruptive
- ▶ Contact with voters should be limited
- ▶ Interviews should be held outside of the voting area

WHAT IF...?

- ▶ A voter was issued and cast the wrong ballot?
- ▶ A voter makes a mistake on their ballot?
- ▶ A ballot won't go through the voting equipment or is marked in red ink?
- ▶ A voter has an "absentee issued" notation on the poll book and wants to vote at the polls on Election Day?



BADGER BOOK TRAINING FOR ELECTION INSPECTORS

November 2020

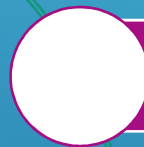
- Expectations
- Polling Place Considerations
- Security
- Networking
- Hardware Configuration
- Trouble Shooting
- Demonstration
 - Checking In a Voter
 - Election Day Registration
- Questions

AGENDA



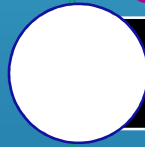
TASKS DONE ON THE BADGER BOOK

All tasks that affect the voter number
are done on the Badger Book



Check In Voters

10 Curbside, confidential, unable to sign,



Election Day Registrations



Process Absentee Ballots

TASKS DONE OFF BADGER BOOK

Tasks that do not
affect the voter
number are done
“on paper”



- **Ineligible Voter List**
 - Only used for registrations on Election Day
- **Any Paper EDR Districting Materials (maps, address ranges, etc.)**
 - When entering a new address, use same process to district the voter as you always have
 - Start the process immediately when you find the address is new
- **Inspectors' Statement**
- **Provisional Ballots**
- **Challenged Ballots**

TASKS DONE OFF BADGER BOOK

- **Spoiled Ballots**
- **Accidentally Processing Absentee Ballot using Wrong Name**
 - Record incident on Inspectors' Statement and document the voter's information so the voter record can be entered correctly into WisVote
- **Voter Signing Under Wrong Name in Poll Book**
 - Document in Inspectors' Statement and have the voter added to paper supplemental poll list; voter will sign supplemental poll book to get voter number
- **In Person Absentee Voting**
- **Special Voting Deputies**

These tasks will continue to be done on paper to help ensure timely processing of voters on Badger Books



**BADGER BOOK
DEMO VIDEO
[HTTPS://WWW.Y
OUTUBE.COM/W
ATCH?V=XIT4G8
-XA-8&T=36S](https://www.youtube.com/watch?v=XIT4G8-XA-8&t=36s)**

Open Polls

Check In Voters

Election Day Registration (EDR)

Process Absentees

Close Polls

OPEN POLLS

Status: Polls **Closed**

Status: Polls **Open**

- Status will remain “Closed” until Admin User clicks button to “Open Polls” (15-20 minutes prior to 7am)
- Enables application to check in voters, etc.

CLOSE POLLS

Status: Polls **Closed**

Status: Polls **Open**

- Status will remain “Open” until Admin User clicks button to “Close Polls” (after all voters/absentee ballots are processed)
- Creates all reports and data file to be saved on USB drive



TROUBLE SHOOTING

Badger Books Stop Working

- Did server fall asleep?
- Is it a power outage?
 - Do you have a generator?
 - Do you have access to an emergency back-up battery power source? (Each server has a UPS (emergency battery back-up that will be active for about 5 minutes – get last data back-up before reverting to paper poll books)
- If Badger Books stop working and there is no quick fix, refer to User Manual, revert to paper poll books in the meantime and **CALL WEC**



TROUBLE SHOOTING

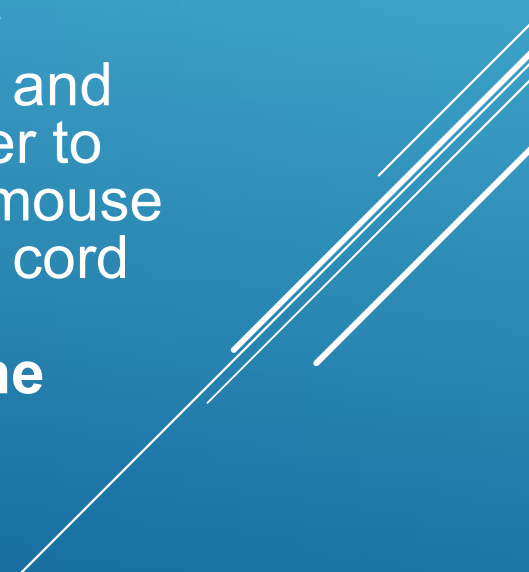
Printer Stops Printing

- Is there a paper jam?
- Is it out of paper?
- Did it become unplugged?
- If the printer stops working and there is no quick fix, refer to User Manual, start handing out hand-written voter slips in the meantime (make sure the voter number is still accurate by checking the last number that was printed), and **call WEC**



TROUBLE SHOOTING

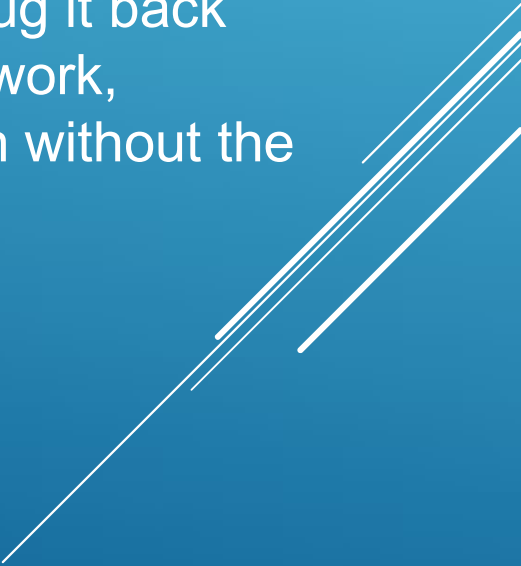
Wireless Mouse/Keyboard Stops Working

- Did power get turned off?
 - Did batteries run out of juice?
 - Is it the “right” device for that Badger Book?
 - If the wireless mouse or keyboard stops working and there is no quick fix, refer to User Manual, plug in a mouse or keyboard with a USB cord to Badger Book in the meantime, and **CALL the clerk**
- 



TROUBLE SHOOTING

Scanner Stops Working

- Did it become unplugged?
 - If the scanner stops working, try to reprogram it (may need to unplug the scanner from the Badger Book and plug it back in). If this does not work, continue the election without the scanner.
- 

CONTINGENCY AND CHANGE...

- ▶ What is our Contingency Plan if the BB stops working or the Printer stops Printing?
 - ▶ Is it sleeping?
 - ▶ Did the power go out?
 - ▶ Is the printer out of paper?
 - ▶ Did it come unplugged (there is no backup battery!)
 - ▶ **PACK extra batteries (AA and AAA) for the Keyboard and mouse!**
- ▶ **PRINTED POLL BOOKS ARE REQUIRED as a BACKUP and is MANDATORY!**

SECURITY CONCERNS

Can Badger Books be Hacked?

- Like any computer system, there is a risk that an unauthorized user might cause damage
- Risks are comparable to those facing paper poll books



SECURITY CONCERNS

We take a layered defense approach to reduce the risk:

- **All data is encrypted and retrieved from the State's voter registration system**
- **Badger Books are loaded using a USB drive**
- **Badger Books are not connected to the internet or any network outside the polling place**
- **Badger Books use encryption and authentication to communicate with each other via the router**
- **Only a voter's name and address are included on the poll book, unless registering to vote**

DATA SECURITY

WHAT ABOUT PERSONALLY IDENTIFIABLE INFORMATION (PII)?

Only the data necessary to run the election has been included (no birthdays or driver's license data is on the e-poll book, outside of what is recorded for an Election Day Registration)



VOTER SKEPTICISM

Voter refuses to sign electronically

- No ballot - 6.79(2)(a)
- Voter may sign using “x”

Skeptical of barcode scanner

- Only used to transfer data to Badger Book to reduce data entry time
- EDR Process pulls Name, DOB, DL Number, and DL Exp. Date

Refuse any use of electronics

- Suggested response: “This is the way we do it now on Election Day. In the future you may request an absentee ballot, or you may participate in our ‘In-Person Absentee’ voting. Neither of those options use Badger Books.”

NETWORKING INFORMATION

Server vs. Client Badger Books

Server (Be careful of not accidentally turning machine off)

- It is the **BRAIN** of the operation, talks to all other Badger Books in the polling place
- Labeled by a yellow sticker on the corner of the screen
- WisVote data loaded onto **this** specific Badger Book
- This is also the Badger Book from which all voter data is taken after the polls close
- If server is turned off, non-servers will not be able to run Badger Book software
- Backs up (all) data every 5 minutes

Client

- Receives and sends all information to the Server using the router
- Backs up (all) data every 5 minutes

NETWORKING INFORMATION

**Are they
connecte
d to the
internet?**

Badger Books are not connected to the internet; they are wirelessly networked to communicate with each other

**Does it
matter
where the
router is
placed?**

Yes, the router should be plugged into an outlet in the same room as the Badger Books, not separated by any sort of barrier to the Badger Books (and out of reach from the public)

NETWORKING INFORMATION

Is the voter count updating in real time?

Yes, within the polling place, the Badger Books will keep track and assign voter's the correct voter number according to how they are processed and to which reporting unit the voter belongs

What happens to the information on the Badger Book after Election Day?

The information is transferred onto a USB drive and imported into WisVote; the Badger Books are wiped clean of data after every election (wait until results have been officially certified)

EXPRESS VOTE ADA BALLOT MARKER

DS-200 BALLOT TABULATOR-VIDEO
[HTTPS://WWW.YOUTUBE.COM/WAT
CH?V=J2LZ2F1G_3W&T=138S](https://www.youtube.com/watch?v=J2LZ2F1G_3W&T=138S)

Questions?



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